

INSTRUCTIONS FOR COMPLETING MRN

(Mandatory Retraining Notification)

Section I: **ATTESTATION**

❖ **Your Agency Name**

❖ **Reporting Period**

Check Year One

Check Year Two

Check Years 1-3 when reporting for all years

Note: All training records for Law Enforcement Recertification and Instructor Re-Accreditation are subject to verification by the SC Criminal Justice Academy.

SECTION I – Must be signed by agency representative, dated and properly notarized.

SECTION II - **ROSTER OF OFFICER(S) RENEWING CERTIFICATION –MRN FORM**

Certification is renewed (3) years from the last date of renewal.

➤ **Class 1 LEO - Officer that has completed 12 Week Basic**

Certification Requirements

- Legal Update (2 hrs.) each year
- CDV Update (min. of 4 hrs.) each year
- 22 In- Service Hours within the three year training cycle

Legals + CDVs + In-Service Hours should **total at least 40 Hours** for the three year renewal period.

➤ **Class 1 LECO - Officer that has completed 12 Week Basic & Basic Jail**

Certification Requirements

- Legal Update (2 hrs.) each year
- CDV Update (min. of 4 hrs.) each year
- 120 In-Service Hours within the three year training cycle

Legals + CDVs + In-Service Hours should **total at least 138 Hours** for the three year renewal period.

Section II –cont'd

➤ **Class 2 LCO - Officer that has completed 3 Week Basic Jail**

Certification Requirements

- 40 In-Service Hours each year
In-Service hours should **total at least 120 Hours** for the three year renewal period

➤ **Class 3 SLE - Officer that has completed 2 Week Limited Duty Basic**

(Example of Class 3 duties: Litter/Animal Control, Court Security)

Certification Requirements

- Legal Update (2 hrs.) for each year of the three year renewal period

➤ **REPORTING A CDV OR LEGAL ON THE MRN**

- **Date:** List month, day and year the Legal or CDV was ACTUALLY TAKEN.
- **Hours:** > CDV (min. of 4hrs.) > Legal = 2 hrs.
- **Year Viewed:**
Record the **“Specific Year”** of the Legal or CDV Update you watched under Year Viewed, for Example; CDV Update for 2011 or 2012 or 2013), Legal Update for 2011/2012 or 2012/2013 or 2013/2014.

➤ **REPORTING IN-SERVICE AND EVO HOURS**

Enter total number of In-Service Hours for Class 1 LEO; Class 1 LECO; Class 2 LCO under In-Service/EVO Column.

Important Information

In-Service Hours must be taught from Academy Approved Lesson Plans to receive credit on the MRN Form. Institutional Providers are also required to submit Lesson Plans to the Academy for approval.

➤ **REPORTING SEPARATE CERTIFICATION HOURS**

Note: This section should only be completed when an Officer is deficient in their in-service hours for Certification Renewal.

Separate Certification Hours are classes that grant you a certification, other than the Basic Training.
Examples of Separate Certifications: Firearms, Basic Inst., Driving, Radar, & recerts., etc.

MRN - Enter total number of hours, you do not need to break out each Certification.

➤ **IMPORTANT NOTICE**

Effective January 1, 2006, new minimum Jail Standards require that Class 2 LCO and Class 1 LECO earn a minimum of 40 hours approved In-Service Training each year of a three year recertification cycle. (Note: Class 1 LECO is also required to earn a CDV and a Legal Update annually). The required 40 Hours In-Service will be mandated in January 2009.

All Forms are located on the CJA Web Page under Forms
www.sccja.sc.gov